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1 6 JUL 1970

MEMORANDUM FOR: Chief, Benefits and Services Division

**SUBJECT : Annual Fiscal Year Report for the
Director of Personnel**

Attached is the Annual Report for Fiscal Year 1970.

This report includes the statistical report and statement of accomplishments for Fiscal Year 1970 and statements of plans and objectives for Fiscal Years 1971 and 1972.



**Executive Secretary
Honor and Merit Awards Board**

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Att

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ACCOMPLISHMENTS FOR FISCAL YEAR 1970

1. Honor and Merit Awards

a.	Recommendations received (including 42 military).....	212
	Recommendations considered by HMAB	224 *
	Approved by HMAB	220
	Disapproved by HMAB	0
	Deferred until FY 1971 (including 2 military) ..	4
	Recommendations Approved by DCI (not including military) ..	175 **
	Distinguished Intelligence Medal	5
	Intelligence Star	3
	Intelligence Medal of Merit.....	50
	Certificate of Distinction.....	69
	Certificate of Merit	48
	Recommendations Disapproved by DCI	1
	Recommendations Pending DCI Approval	10
	HMAB Meetings Held	19
	Award Ceremonies Held	119
	By O/DCI	53
	By Directorate	66
	Awardees Honored	182

* 12 Recommendations deferred from FY 1969
1 Recommendation withdrawn by office prior to DCI review

** 2 Recommendations approved by DCI were not reviewed by HMAB
8 Recommendations approved by DCI were reviewed by HMAB
in FY 1969.

b. Fiscal year 1970 continued the trend upward of recognizing outstanding performance by Agency employees. Our office workload increased considerably in several respects: one - the number of individual recommendations received increased substantially; two - the number of ceremonies conducted increased from 72 to 119; three - the number of Certificates of Exceptional Service processed jumped from

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350 in FY 1969 to over 1400 this year; and, four - the inception of our computer program requiring preparation of data on all past award cases.

- c. The increase in individual recommendations to 212 is noteworthy in that we did not have any large package of recommendations as in the previous years. In FY 1969 we received 254 recommendations, but 85 of them were in the Tet package. In FY 1968, we received 142 while in FY 1967, only 71 were received. The increase is attributed to several factors:

- 1) The continuing requirement that all military recommendations be processed through the Awards Board accounted for an increase from 30 in FY 1969 to 42 in FY 1970. While the Agency does not have final approval authority on these awards, the Board has become more familiar with military awards and thus reviews the recommendations carefully for award level and for manner of presentation to the military command. The Board received a special briefing on military procedures and policies so that they would be able to review the recommendations in the appropriate light.
- 2) Although the number of retirees increased somewhat this year, the number of retirees receiving career awards increased from 46 in FY 1969 to over 70 in FY 1970. This means that 14.3% of all retirees in 1969 received an award, while over 20% received one in 1970.
- 3) Increased concern with the Honor Awards Program is probably the most meaningful factor involved. Several Offices have established their own board to review award recommendations submitted and to review files of persons who appear to be likely candidates for an award but have not yet been recommended. Also, the personal interest in awards displayed by the Deputy Directors has been very effective in stimulating employee participation in the honor awards program.

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- d. The major workload increase is reflected in the number of ceremonies conducted and awardees honored. In FY 1969, we held 72 ceremonies for 116 persons. This year we jumped to 119 ceremonies for 182 awardees. This pace indicates that we're presenting awards at a faster pace than they are being approved. (175 awards approved by the Director in FY 1970). The fact that the Deputy Directors present Certificates has greatly assisted in the timely presentation of awards.
- e. In last year's reprot, it was mentioned that a proposal was pending that would permit the Director of Personnel to approve Certificate of Merit awards. However, this proposal was not approved.
- f. One major problem of the HMAB this year concerned the lack of a citation of the poor quality of those submitted with award recommendations. The Director felt that the citation should be more specific in describing the awardee's achievements and of appropriate style and length. As a result, recommendations will not be processed unless they are accompanied by a meaningful and well-written citation.
- g. After over a year's work, the revision of [REDACTED] Honor and Merit Awards, was finally approved and published. This revision incorporated information on the Exceptional Service Emblem, Certificate of Exceptional Service, Vietnam Service Award, and Federal Service Pins.

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One major change in this regulation is the policy that Federal Service Pins will now be presented to all persons with 10 or more years of federal service and at 5 year intervals thereafter. Formerly, these pins were only presented upon an employee's retirement or resignation.

The revision also expanded the definition of the Certificate of Distinction. Now outstanding or valorous performance under hazardous conditions may be recognized with this award. Since the Distinguished Intelligence Cross has never been presented, the Intelligence Star was the only level of recognition for valor. Performance which did not quite meet the Star criteria may now be appropriately recognized by the Certificate of Distinction.

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- h. Our plans for a computer program (PERHAM) got off to a slow start because of objections by the Clandestine Service concerning extensive name listings. However, we resolved the problem by issuing the "D" designation report in numbers only with no name listing. Also, only one copy of the master listing will be printed for use by the Director of Personnel and the Executive Secretary of the Board.

So far, we have coded for input all of the FY 1970 and 1969 cases and about 50% of the earlier awards. The test run of the program indicates the value that PERHAM will be to our office and to offices requesting information on awardees. Before this, no records by career service, or by type of award (retirement or single achievement) were available.

- i. We conducted the bi-annual review of all awards in custody to determine if any could be released. Accordingly, we released thirteen awards.
- j. Five major ceremonies were conducted this year at which the Director presented the Distinguished Intelligence Medal to

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- k. A precedent setting ceremony was held at which the Director presented the Intelligence Medal of Merit to five men who worked together on a joint-directorate project. In lieu of reading individual citations, the Deputy Director for Plans remarked on the contribution of each man to the project. This procedure was well received and provided a model for future ceremonies.

2. Service Awards

a. Exceptional Service Emblem

No emblems were approved this fiscal year, although four requests were submitted. One case that was disapproved is being appealed by the employee. Medical Staff is checking the circumstances surrounding the claim to determine if eligibility might be warranted.

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b. **Certificate of Exceptional Service**

Preparation of this Certificate continued at a rapid pace. Over 1400 requests were received and processed for Agency personnel serving in hazardous areas. The Deputy Director for Support held a special ceremony in the Auditorium to honor his support personnel receiving this award.

A new "Areas of Hazard" listing was distributed extending time periods in certain areas and establishing newly designated areas of hazard.

The revised regulation on Honor and Merit Awards struck the "90 day period of service" requirement from the criteria and set up "minimum time periods" for the Certificate. This change in the qualifying-time required will eliminate any requests for exceptions to the 90 day or period-of-crisis rule. We plan to issue new guidelines in the near future.

c. **Service in Vietnam Award**

Although presentation of this award is supposed to be made in the field, we have continued to process numerous requests for this Medal. It appears that many persons departing Vietnam do not check out with the station and, consequently, do not obtain their award. Agency personnel who serve an aggregate of 365 days in Vietnam are eligible to receive this award, and since the program was initiated in October 1968, over [REDACTED] Medals and Certificates have been presented.

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d. **Federal Service Emblem**

As mentioned in paragraph 1g above, our policy concerning presentation of this emblem has been revised with the publication of [REDACTED]. A proposal outlining administrative procedures has been prepared and should be approved in the near future.

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This past year, emblems were presented to all retirees and resignees with more than ten years of service on their departure from the Agency.

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3. Superior Performance Awards

- a. The superior performance award program at [REDACTED] underwent a major revision in FY 1969 to provide a more meaningful system of honoring employees whose performance exceeds normal requirements and to allow eligible employees to share in the management of the program. Of the sixteen \$25 awards available in a calendar year, seven were requested and presented in FY 1970. 25X1A6a
- b. The superior performance awards program at [REDACTED] was established in 1966 to provide monetary recognition to Wage Board employees who are given an "outstanding" performance rating. The amount of the cash award is determined by the employee's Wage Board rating. No awards were presented in FY 1968 or 1969. This fiscal year, four awards of \$150 each were given. 25X1A6a
- c. No awards were made this year in the Mail and Courier Branch, Office of Logistics.

4. "Studies in Intelligence" Awards

The Sherman Kent Award of \$500 for the most significant contribution to the literature of intelligence was not presented this year. The Editorial Board selected three persons to receive the Studies of Intelligence Award of \$200 each for their outstanding articles in the "Studies".

5. Length of Service Program

- a. On 18 September 1969, the Annual Awards Ceremony was held to commemorate the Agency's twenty-second anniversary. The Director spoke at the ceremony and presented certificates to a representative group of thirty employees who had completed ten, fifteen, and twenty years of CIA service.
- b. The total number of certificates presented in 1969 was: 1211.

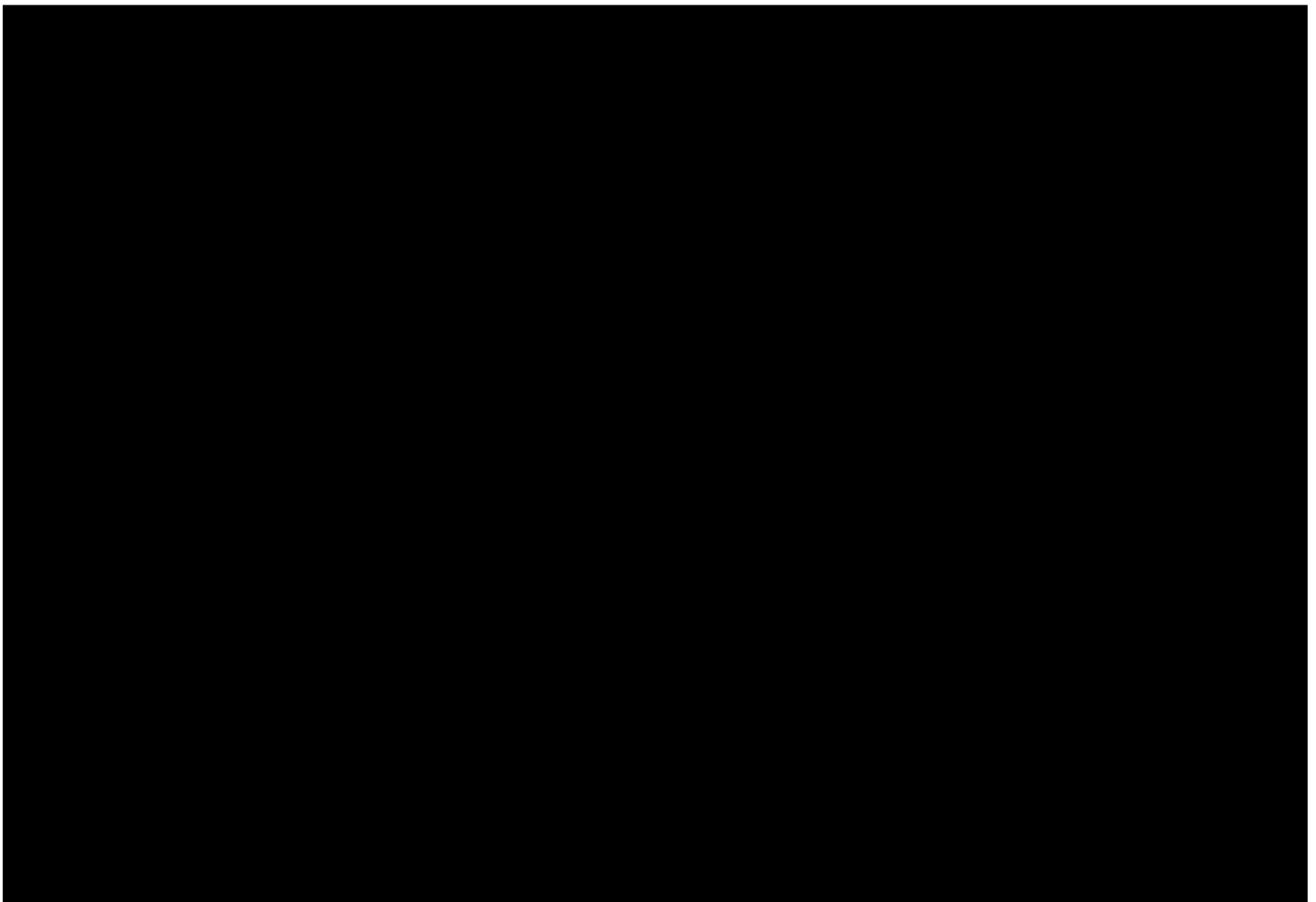
10 year certificates - 419
15 year certificates - 436
20 year certificates - 356

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- c. Greater emphasis was placed on the presentation of Length of Service Certificates this year. For the first time, the Deputy Director for Plans held a ceremony to present over 200 Certificates to Clandestine Service personnel. The Deputy Director for Support conducted his second ceremony and he and the Directors of Offices presented over 300 certificates to Support Services personnel. Each recipient also received a personally inscribed photograph of the event.


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PLANS AND OBJECTIVES FOR FISCAL YEAR 1971

1. To complete the coding of all award cases for our PERHAM program.
 2. To prepare special studies as requested based on data contained in our computer system. This may include grade distribution of awardees, career service patterns, and reasons why award presented.
 3. To implement the practice of presenting federal service pins to employees as they complete the required time period.
 4. To establish the new qualifying time period for each hazardous area for award of the Certificate of Exceptional Service.
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PLANS AND OBJECTIVES FOR FISCAL YEAR 1972

The plans and objectives for FY 1972 will be to review those changes made in the program in FY 1971 and to determine whether the intended goals were achieved and, if not, what alternatives may be used.

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